



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5351.1
BUMED-91
22 Apr 96

BUMED INSTRUCTION 5351.1

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes
Subj: COMMAND ORIENTATION PROGRAM
Ref: (a) OPNAVINST 5351.1

1. Purpose. To issue policy regarding the Command Orientation Program at the Bureau of Medicine and Surgery.

2. Discussion

a. The introduction of a member into a new command can have a profound effect on the future of the individual. Factors which create the vital cohesiveness for success between the command and the new member include knowledge of the command, its history, mission and structure, and realistic job expectations; all foster increased esprit de corps and improve morale.

b. Members transferring to a new command face personal and family needs, as well as apprehension regarding the unknown demands and professional challenges of the new environment. The Command Orientation Program, along with the Sponsor Program, is designed to make the new staff member a fully informed and successfully functioning member of the command.

3. Applicability. The Command Orientation Program is mandatory for all newly reporting personnel. Command orientation will be offered at the minimum, on a quarterly basis and more often during periods when there is an increase in personnel reporting aboard, i.e., during the months of June, July, and August.

4. Responsibilities

a. Deputy Chiefs, Assistant Chiefs, Corps Chiefs Directors, and Special Assistants

(1) Ensure the information in this instruction is widely publicized, emphasizing attendance is mandatory for all newly reporting personnel.

(2) Provide speakers to assist in the Command Orientation Program.

(3) Ensure all newly reporting personnel are scheduled and afforded the time to attend the Command Orientation Program.

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(4) Develop and include, in departmental policy and procedure manuals, an orientation program specific to individual codes. Training should include orientation to assignment, and the policies and procedures necessary for the individuals to function effectively before assuming their duties.

b. Director, Headquarters Administration

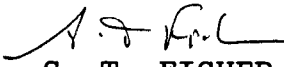
(1) Ensures an informative, 2-day Command Orientation Program is conducted and meets or exceeds the requirements of reference (a).

(2) Facilitates and coordinates the Command Orientation Program by providing an approved annual command orientation plan, program format, and a published Command Orientation Manual. The program format will include a visit to the Navy Memorial to view the film At Sea.

(3) Provides audiovisual support, schedules newly reporting staff, and documents attendance.

(4) Coordinates with various branch heads, the assignment of instructors to present specific topics contained in the Command Orientation Program.

c. Command Training Team. Coordinates and presents a Navy Rights and Responsibilities workshop on a quarterly basis. This training should follow the 2-day Command Orientation Program.


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Deputy